



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure No.: PPD 4.6.202	Subject: SECURE PLACEMENTS
Reference: P&P 150-1; DOC 1.5.4; 53-1-203, MCA	Page 1 of 5
Effective Date: 01/20/15	Revision Dates: 11/03/15; 10/17/16
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

This procedure is referenced as *ACCD 4.6.200 Administrative Transfers/Overrides* in Section 3.G. Offender Management; Administrative Transfer/Overrides in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, Connections Corrections Program (CCP), START, and WATCH Contract.

I. PURPOSE:

Probation and Parole Division employees will follow established procedures when transferring an offender from the community or a PPD facility to a secure facility.

II. DEFINITIONS:

CSD-Clinical Services Division – The division within the Department responsible for the overall health care functions of medical, mental health, dental and vision for all programs and facilities.

Facilities Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreements between the Department and PPD contract treatment facilities and prerelease centers.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, training, prerelease, and treatment services.

Relevant Medical and/or Mental Health Information – Circumstances or situations regarding an offender's medical and/or mental health needs that impacts the placement of the offender in a PPD facility.

Secure Placement – A management decision to place an offender at a secure facility when it has been determined the offender is inappropriate for community placement for objective reasons.

III. PROCEDURES:

A. GENERAL REQUIREMENTS OF SECURE PLACEMENTS

1. Probationers cannot be sent to Montana State Prison (MSP) or Montana Women's Prison (MWP) unless their probation is first revoked by the court and a prison sentence or DOC commitment is given.
2. Offenders newly committed to the DOC, on parole or conditional release supervision, or placed at a PPD facility may be transferred to a secure facility if found to be inappropriate for their placement due to disciplinary reasons, assessments, or placement refusals. This may include the inability to place an offender at a PPD facility for those reasons or assessments, as well as:
 - a. Offender is a public safety risk;

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- b. Offender has a confirmed and extraditable felony warrant – these cases must be staffed with a Bureau Chief (attach copy of the warrant);
- c. Court mandates or statutory requirements are not available at facilities –staffing needed (e.g., SOP2 or WATCH);
- d. Placement refusals;
- e. Program terminations and failures due to program non-compliance and disciplinary termination;
- f. BOPP mandates return to MSP/MWP.
- g. Offender with pending felony charges:
 - i. Parolee – BOPP will be contacted to make decision regarding secure placement.
 - ii. Conditional release offender – is not automatic secure placement; may be placed in jail as PPD hold pending placement decision.

B. OFFENDER FROM PPD FACILITY-PROCEDURES AND RESPONSIBILITY

1. *PPD 4.6.202(A) Request for Secure Placement* is completed and forwarded to the Deputy Chief or designee for review and signature. Offender's circumstances and all information regarding the reason for the secure placement, including whether there is relevant medical and/or mental health information, must be completed on the *Request*. IPPO/PRC Liaison
2. *Request for Secure Placement* is submitted electronically to corao@mt.gov: DC or designee
 - a. Document must be saved as follow:
Offender last name, first name: Facility/P&P: Secure Placement
 - b. Email subject line must read:
Offender last name, first name, DOC#: Facility/P&P: Secure Placement
3. If the offender is from MASC or TSCTC and/or if relevant medical and/or mental health information has been noted on *Request*, *Request* will be forwarded to the Programs and Facilities Bureau Chief or designee. PPD Administrative Assistant
 - a. If *Request* indicates relevant medical and/or mental health information, it is forwarded to cornmedical@mt.gov for the CSD Administrator or designee's review and signature. Programs and Facilities Bureau Chief or designee
 - b. Once reviewed, CSD Administrator or designee will return *Request* to corao@mt.gov. CSD Administrator or designee
4. All other *Requests* will be forwarded to the P&P Bureau Chief (BC) for review and signature. Once reviewed, BC or designee will return *Request* to corao@mt.gov. PPD Administrative Assistant/BC or designee
5. *Request for Secure Placement* is returned to sending IPPO/PRC Liaison. If approved, include copies to: PPD Administrative Assistant
 - a. Facility Administrator;
 - b. BOPP for all parolees;
 - c. MSP/MWP Records:
 - i. CORVerificationMSP@mt.gov for males; or
 - ii. CORVerificationMWPPASRC@mt.gov for females;

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- d. If applicable:
 - i. CSD; and
 - ii. MSP Mental Health Director for males; or
 - iii. MWP Treatment and Reentry Program Manager for females;
- 6. If the secure placement recommendation is rejected, the referral source can request a discussion and review with the PPD Administrator or designee. IPPO/PRC Liaison
- 7. Upon approval, transport details will be determined by MDIU and sending facility. The approved *PPD 4.6.202(A) Request for Secure Placement* is transferred with offender. MDIU/Sending Jail

C. PROBATION & PAROLE OFFENDER-PROCEDURES AND RESPONSIBILITY

- 1. When determining that a new DOC commit, parolee or conditional release offender is not a viable candidate for community placement and there is relevant medical and/or mental health information concerning the offender, contact the Facilities Contract Manager to review offender's circumstances and all information prior to continuing with referral. DC/POII
- 2. If MSP/MWP is the most appropriate option for the parolee or conditional release offender: DC/POII
 - a. Conduct hearing:
 - i. Parolee: Contact BOPP and conduct on-site hearing;
 - ii. Conditional Release Offender: Conduct disciplinary hearing;
 - b. Complete *PPD 4.6.202(A) Request for Secure Placement*. Offender's circumstances and all information regarding the reason for the secure placement, including whether there is relevant medical and/or mental health information, must be completed on the *Request*, and *Request* is forwarded to corao@mt.gov.
 - c. Document must be saved as follows:
Offender last name, first name: Facility/P&P: Secure Placement
 - d. Email subject line must read as follows:
Offender last name, first name, DOC#: Facility/P&P: Secure Placement
- 3. If MSP/MWP is the most appropriate option for a new DOC Commit: DC/POII
 - a. Ensure the following documents are available in OMIS and staff case with the MASC Coordinator or Passages ASRC Manager:
 - i. *P&P 150-1(D) Verification of Commitment* or certified court order;
 - ii. *PPD 1.5.506(B) Pre-Sentence Investigation*; and
 - iii. *PPD 3.4.102(A) Report of Violation*.
 - b. If the coordinator/manager concurs with the secure placement, DC will complete *PPD 4.6.202(A) Request for Secure Placement*. Offender's circumstances and all information regarding the reason for the secure placement, including whether there is relevant medical and/or mental health information, must be completed on DC

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the *Request*, and *Request* is forwarded to corao@mt.gov:

- i. Document must be saved as follows:
Offender last name, first name: Facility/P&P: Secure Placement.
- ii. Email subject line must read as follows:
Offender last name, first name, DOC#: Facility/P&P: Secure Placement.
- c. If the coordinator/manager rejects the secure placement recommendation, the DC or POII can request a discussion and review with the PPD Administrator. DC/POII
- d. If the final decision is for the secure placement, inform: MASC Coordinator/
Passages ASRC Manager
 - i. Contract Placement Bureau Administrative Officer;
 - ii. CSD, if applicable;
 - iii. MSP/MWP Records:
 - 1) CORVerificationMSP@mt.gov for males;
 - 2) CORVerificationMWPPASRC@mt.gov for females; and
 - iv. MDIU Admissions for males; or MWP Admissions Officer for females.
4. If relevant medical and/or mental health information is noted on *Request*, *Request* will be forwarded to cormedical@mt.gov or cormentalhealth@mt.gov for the CSD Administrator or designee's review and signature. PPD Administrative Assistant
5. Once reviewed, CSD Administrator or designee will return *Request* to corao@mt.gov. CSD Administrator or designee
6. Secure placement is reviewed and returned to DC/POII. PPD Administrative Assistant
7. Completes *P&P 150-1(A) Notification and Placement Warrant* for the placement determined and forwards to the appropriate parties. DC/POII
8. Once placement has been determined and an offender file has been put together with all relevant documents, the file will be forwarded to the appropriate location. See *P&P 150-1(F) Where Files Go*. DC/POII

D. OFFENDER PLACEMENT REFUSALS-PROCEDURES AND RESPONSIBILITIES

1. If an offender refuses to participate in a program and requests to quit, Facility Staff and/or PPD staff will discuss the offender's reasons and the consequences of quitting with the offender using *PPD 4.6.200(B) Placement Refusal*. The outcome will be provided to the Facility's Administrator and IPPO/PRC Liaison and the Facilities Contract Manager and documented in OMIS.
2. If the offender refuses to stay in the program, he/she will be sent to MSP or MWP by following the procedures of Section B above.
3. *PPD 4.6.202(B) Placement Refusal* will be attached to, and submitted with, *PPD 4.6.202(A) Request for Secure Placement*.

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IV. CLOSING:

Questions regarding this procedure should be directed to the Deputy Chief, Facilities Contract Manager, or Programs and Facilities Bureau Chief.

V. FORMS:

PPD 4.6.202 (A)	Request for Secure Placement
PPD 4.6.202 (B)	Placement Refusal
P&P 150-1 (A)	Notification and Placement Warrant
P&P 150-1 (F)	Where Files Go